



Trust Headquarters  
Nexus House  
4 Gatwick Road  
Crawley  
West Sussex  
RH10 9BG

Date:

Email:

Dear,

**Tel: 0300 123 0999**  
**[www.secamb.nhs.uk](http://www.secamb.nhs.uk)**

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 231212.

You requested the following information, please also see our response below:

**Please could you provide answers to the following questions under the Freedom of Information (FoI) Act in relation to the management of policies and procedures in your organisation:**

**1. How many policies does your Trust have?**

130

**2. How many procedures does your Trust have?**

128

**3. What percentage of your policies are live and in date?**

87% in date.

**4. Do you hold a Legal Register (or similar document) to confirm which policies you must have in place by law?**

No

**5. Do you employ any scheme of prioritisation, business criticality or RAG rating to your policies?**

No

**6. How many staff (if any) does your Trust employ purely to manage policies and procedures? Please indicate this as Full Time Equivalent (FTE)**

This is part of existing roles and responsibilities throughout the organisation.

**7. What grade(s) are the staff employed to manage policies and procedures?**

As part of the existing roles throughout the organisation this ranges from Band 3 upwards.

**8. If you do not have dedicated staff to manage your organisation's policies and procedures, how is this governance managed and by which business function?**

Whilst the development of Policies sits within different directorates, oversight is maintained by the Corporate Governance Team.

**9. Do you use any particular software to manage policies and procedures within your organisation?**

MS Office.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

**Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust**

